

1 **Education Cabinet**

2 **Kentucky Board of Education**

3 **Department of Education**

4 **(New Administrative Regulation)**

5 **702 KAR 7:140. School District Calendar.**

6 RELATES TO: KRS 158.060, 158.070

7 STATUTORY AUTHORITY: KRS 158.060, 158.070

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 158.060 defines the school day
9 and month and make-up of school days missed. KRS 158.070 defines the school term.

10 Section 1. (1) The local board of education, upon recommendation of the local school
11 district superintendent, shall adopt a school calendar for the upcoming school year on or
12 before May 15 of each year. The calendar shall:

13 (a) Establish the opening and closing dates of the school term;

14 (b) Establish beginning and ending dates of each school month;

15 (c) State the number of days of instruction;

16 (d) Establish the minimum length of the instructional day;

17 (e) State the instructional time the local board of education requires for kindergarten if in
18 excess of the minimum three (3) hours of instruction;

19 (f) State whether the additional instructional time, if any, is planned to be banked to make
20 up for full days which may be missed due to an emergency; and

21 (g) Designate days on which schools shall be dismissed.

1 (2) Opening day, for planning activities without the presence of pupils, shall be scheduled
2 to occur prior to the first instructional day of the school term.

3 (3) Closing day, for planning activities without the presence of pupils, shall be scheduled
4 to occur following the completion of the last instructional day of the school term.

5 (4) Local school districts shall plan appropriately for the make-up of instructional time
6 missed due to emergency. In addition to the minimum 1,050 hour instructional term, the
7 school calendar shall include days equal to the greatest number of days missed system-
8 wide in the local school district over the preceding five (5) school years.

9 (5) Graduation ceremonies shall be scheduled to occur following completion of the
10 instructional term.

11 (6) An up-to-date master (bell) schedule shall be on file in a school. Up-to-date master
12 (bell) schedules for each school in a district shall be on file in the district's central office.

13 Section 2. (1) The local board of education shall file each adopted school calendar with
14 the Department of Education no later than June 30 of each year. The local school district
15 shall not be paid any installment of its SEEK program allotment until the school calendar
16 has been approved by the Department of Education.

17 (2) The local board of education, upon recommendation of the local school district
18 superintendent, may amend the school calendar.

19 (3) An amended school calendar shall be submitted for approval to the Department of
20 Education no later than June 30 of each year.

21 Section 3. (1) The regularly scheduled school day shall not be shortened after the school
22 calendar has been adopted by the local board of education and approved by the

1 Department of Education except in cases of emergency declared by the local school
2 district superintendent in accordance with policies of the local board of education.

3 (2) The local school district shall be allowed a total of five (5) hours missed each school
4 year that do not have to be made up, and that occurred as a result of school days
5 shortened due to emergency. These hours shall be reported to the department on the
6 amended school calendar.

7 (3) Except as provided in subsection (2) of this section, all time missed on school days
8 shortened due to emergency shall be made up and shall be reported to the Department of
9 Education on the amended school calendar.

10 Section 4. (1) A school district shall not be considered for disaster days unless the district
11 has missed more than twenty (20) regular instructional days system-wide. The local
12 school district shall make up at least the first twenty (20) regular instructional days
13 missed in a school year by adding these hours back into the school calendar.

14 (2) A local board of education request for district-wide disaster days shall be submitted to
15 the Commissioner of Education for approval. A copy of the local board order shall
16 accompany this request.

17 Section 5. A local board of education may request disaster days if one (1) school, or part
18 of the district, is forced to miss school on a particular day due to an emergency. The
19 request shall be submitted to the Commissioner of Education for approval. A copy of the
20 local board order shall accompany this request.

21 Section 6. (1) The following shall constitute the activities to be conducted during the
22 instructional school day:

- 1 (a) Courses and content included in the "Program of Studies for Kentucky Schools,
2 Grades Primary-12", pursuant to 704 KAR 3:303;
- 3 (b) Courses and activities included in the local school district program of studies for
4 which a letter of assurance of compliance has been submitted to the Department of
5 Education pursuant to 704 KAR 3:305;
- 6 (c) Cocurricular activities which are unequivocally instructional in nature, directly related
7 to the instructional program and scheduled to minimize absences from classroom
8 instruction; and
- 9 (d) A maximum of five (5) minutes passing time between instructional periods, and travel
10 time required to participate in regular instructional programs off of the school campus
11 including vocational schools, day treatment centers, and alternative schools. Travel time
12 to off-campus facilities shall be scheduled to minimize absence from classroom
13 instruction.
- 14 (2) The local board of education shall adopt a policy specifying cocurricular instructional
15 activities which may be included in the instructional school day, as described in
16 subsection (1)(c) of this section.
- 17 (3) Each school shall have available a master (bell) schedule that delineates instructional
18 time periods and noninstructional time periods for all grade levels served and schedules
19 provided.